



# **NON-APPROPRIATED FUND JOB OPPORTUNITIES**

**OPENING DATE: 23 February 2004**

**CLOSING DATE: 1 March 2004**

**POSITION TITLE:**

**Administrative Assistant**

**SERIES AND GRADE:**

**NF-0318-02**

**RATE OF PAY:**

**\$15,920 - \$31,280 per annum**

**LOCATION:**

**Child & Youth Services**

**APPOINTMENT CATEGORY:**

**RFT**

**ANNOUNCEMENT NUMBER:**

**N04-016**

**NONAPPROPRIATED FUND OFFICE:**

**913-684-2747**

**SUMMARY OF DUTIES:** Receives children, youth, parents, and other visitors in a courteous manner. Answers telephones, ascertains nature of call and directs caller to appropriate staff, takes messages or personally provides desired information and customer service. Utilizes an electronic cash register system and calculator to compute and record individual transactions for customers and to enter data for regulatory reports and income data as it pertains to the CYS program. Provides administrative support including typing/word processing, mail preparation, copying, distribution, telephone calls, and travel orders for CYS personnel. Using office automation equipment and word processing software, prepares a variety of correspondence, memorandums, briefings and Daily Activity and other reports for day-to-day operation according the agency regulations. Maintains records, files, statistical data, and suspense system. Initiates Civilian Personnel actions, helps track background clearance checks, assists in maintaining leave records, time and attendance records and prepares invoices, supply and equipment requests. Understands and articulates policies relating to patron fees, waiting lists and program events. Coordinates vacancies and reservations for the hourly care program as required. Ensures risk management procedures (i.e., abuse prevention, identification, and reporting procedures; accident prevention etc.) are followed. Monitors supplies and resources, orders office supplies, and assists in facility key control.

**CONDITIONS OF EMPLOYMENT:** All required background checks of AR215-3, and Child & Youth National Agency with Inquiries (CNACI). A health assessment is required. Successful completion of training requirements and demonstrated on the job competency is required. Travel to on and off post locations required.

**QUALIFICATION REQUIREMENTS:** Skill in operating a manual or electrical typewriter and current automation system and software (Microsoft Windows, Word, Power Point, Excel) required. Must be able to type 40 wpm. Knowledge of grammar, spelling, capitalization, punctuation and composition techniques needed to accurately type a variety of material from written sources or voice recordings. Knowledge of formats forms, typing policies and common terminology of the program for which the work is to be performed. Possess the ability to communicate effectively orally and in writing.

**Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.**

**SPOUSE EMPLOYMENT PREFERENCE:** In compliance with Executive Order 12568, this announcement provides employment preference for military spouses applying for NAF positions at pay levels NF-3 and below, or equivalent hourly rate positions, for which the spouse eligible applies and is fully qualified.

The time period of eligibility begins thirty (30) days before the military sponsor's reporting date, and continues during the entire tour or until acceptance or declination of a position (NAF OR APF) at the grade for which preference has been requested. Refusal by the spouse to participate in established recruitment procedures (i.e., interview, etc.) is considered a declination. Preference is also terminated on placement into any continuing position (positions expecting to continue for at least 1 year), whether or not preference was applied.

A spouse eligible for preference must request consideration at the time DA Form 3433 (application for NAF employment) is submitted to the Civilian Personnel Advisory Center, NAF Division. Eligibility will be verified by the sponsor's PCS orders. If the spouse's name is not on the sponsor's PCS orders, a marriage certificate is also required.

A military spouse employment preference applies towards all external recruitments. Spouse preference does not apply for noncompetitive placements.

**INVOLUNTARILY SEPARATED MILITARY MEMBERS (ISM) PREFERENCE:** In compliance with AR 215-3, certain members of the Armed Services who were involuntarily separated from active duty with an honorable or general under honorable conditions discharge are entitled to preference in hiring for a period of 1 year after separation. ISMP also applies to certain voluntarily separated members of the Armed Forces. This preference also applies to their dependents.

Preference applies to all pay band positions NF-3 and below, and all FWS and CC positions for which the ISMP eligible applies and is qualified. The preference must be claimed at the time of application. ISMP does not apply to non-competitive placement actions.

An individual is entitled to this preference in hiring only one time. The preference is terminated upon placement in, or declination of, a NAF position for which application was made.

Eligibility for preference will be verified by applicable military and civilian identification cards bearing the over stamp Transition Assistance (TA). Since the circumstances under which a military member or dependent may attain eligibility are quite broad, the CPAC/NAF-CPU should refer questions to the appropriate military personnel authority.

**MILITARY PERSONNEL VOLUNTARY SEPARATION INCENTIVE (VSI) OR SPECIAL SEPARATION BONUS (SSB) PREFERENCE:** In compliance with P.L. 102-484, active duty or full-time National Guard members who receive VSI or SSB separations are entitled to preference in hiring for NAF positions at pay levels NF-3 and below, or equivalent hourly rate positions, for which the VSI or SSB applies and is fully qualified.

Individuals can only receive this preference in hiring once. VSI or SSB preference is terminated upon placement in or declination of (whichever occurs first) a NAF position for which application is made.

The VSI or SSB eligible for preference must request consideration at the time DA Form 3433 (application for NAF employment) is submitted to the Civilian Personnel Advisory Center, NAF Division. A copy of DD 214, or DD 1173 (ID card with TA overstamp) will verify eligibility.

Active duty or full-time National Guard members who separate from the Military Services under the VSI or SSB programs after September 30, 1994, and are rehired in a civilian position of the Department of Defense within 180 days of separation from the Department of Defense, shall have the VSI or SSB separation payments recouped.

VSI or SSB preference applies towards all external recruitments. This preference does not apply for noncompetitive placements.

**CONDITION OF EMPLOYMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. All positions require satisfactory completion of local and national agency checks. Certain positions require satisfactory completion of criminal history repository checks and physical examinations.

**APPLICATION PROCEDURES:** Current qualified and interested Nonappropriated Fund employees may apply for the above positions(s) by telephoning 684-2747 or by personal visit to NAF Personnel. Reinstatement Eligibles and all other qualified and

interested applicants may apply for this position(s) by submitting a DA Form 3433 (application for NAF employment) to the Civilian Personnel Advisory Center, NAF Division, Bldg. 87, 821 McClellan Avenue, during the hours 0730 to 1630 daily, Monday through Friday. Department of the Army Nonappropriated Fund Instrumentalities are Equal Opportunity Employers.

ALL CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON (E.G. RACE, COLOR, RELIGION, SEX, POLITICS, MARITAL STATUS, AGE, MEMBERSHIP IN A EMPLOYEE ORGANIZATION) OR PHYSICAL HANDICAP THAT DOES NOT INTERFERE WITH DOING THE JOB. PLACEMENT UNDER THIS ANNOUNCEMENT WILL BE MADE UNDER EXISTING DEPARTMENT OF DEFENSE EMPLOYMENT POLICY.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING NAF PERSONNEL UNIT. REQUESTS FOR REASONABLE ACCOMMODATIONS ARE MADE ON A CASE BY CASE BASIS.

REFUSAL OF A MILITARY SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT PROCEDURES IS CONSIDERED A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

**WHISTLEBLOWER COMPLAINTS:** NAFI EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING PROTECTED DISCLOSURE OF A VIOLATION OF ANY LAW, RULE OR REGULATION, MISMANAGEMENT, GROSS WASTE OF FUNDS, ABUSE OF AUTHORITY, AND SUBSTANTIAL AND SPECIFIC DANGER TO PUBLIC HEALTH OR SAFETY, AND THE CONFIDENTIALITY OF EMPLOYEES AND APPLICANTS MAKING SUCH DISCLOSURES WILL BE PROTECTED (PUBLIC LAW 98-94).